

BTEC Assignment Brief

Qualification	Pearson BTEC Level 3 International Subsidiary Diploma in Business Pearson BTEC Level 3 International Foundation Diploma in Business Pearson BTEC Level 3 International Diploma in Business Pearson BTEC Level 3 International Extended Diploma in Business
Unit number and title	Procurement Processes in Business
Learning aim	A: Understand the role of procurement for procuring resources B: Examine the activities that support an efficient procurement process
Assignment title	The role of procurement in ensuring supply of goods
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	You work as a trainee in the purchasing department for a local business. Your manager has asked you to show your understanding of the role of procurement for procuring resources and the activities that support an efficient procurement process. You are required to carry out an individual investigation and report on how effective procurement activities can improve efficiency in contrasting businesses.
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Task	You will need to research a range of contrasting businesses in order to identify effective practices in the securing of goods and services. You should arrange to conduct interviews with buyers or with someone working in a procurement environment wherever possible. You will use this information to produce a number of A3 posters that share best practice in procurement. They must be both eye-catching and professional. Each poster must be accompanied by a supporting leaflet. These leaflets should show your skills of assessment and evaluation, add detail to each poster and provide relevant examples from two contrasting businesses. Your first set of posters/leaflets will examine the role of procurement for procuring resources. You must: • Explain why it is necessary to specify procurement requirements when purchasing goods and service • Explain the importance of a supplier meeting the purchaser's requirements when products and services are procured for use in the production process. • Assess why purchasers and suppliers create specifications such as drawings, samples and technical descriptions for the procurement of goods and services, giving clear examples of performance and conformance specifications, the advantages of creating clear specifications and the disadvantages of each type of specification. • Evaluate the factors that purchasers and suppliers have to consider when sourcing goods and services to ensure their continuing supply to maintain production. This must be supported by clear examples of businesses using collaboration and competition to secure supply in
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	specific market conditions. Your second set of posters/leaflets will examine the activities that support an efficient procurement process. You must: • Explain the sourcing process for procuring resources cost effectively, to include how specific information is gathered and used in the supplier selection process. This must include how demand for goods and services can be calculated by using historical data, market analysis and estimating and forecasting models. • Explain how quality assurance processes are used to support effective procurement of specific goods and services • Explain the process of selecting suppliers for goods and services. This must include examples of the criteria used for supplier selection and show the difference between selection criteria and contract award criteria. • Analyse the importance to a business of having a secure supply of good quality goods and services. This must include the advantages of securing a sustainable supply of goods or services based on quality and the implications of not considering quality when securing the supply of goods or services. • Analyse the techniques used by sellers and buyers to establish the prices in the procurement of products and services. This must include at least three techniques used to establish the price of products and services, along with an explanation of four factors that could initially influence the price such as direct and indirect costs, full costs and marginal costs, break-even, mark-ups, whole life costs and market factors. • Evaluate the contribution of efficient sourcing processes to business effectiveness. This must include a rationale for the use All evaluations will have a conclusion that is fully justified by well-balanced, developed arguments, and supported by good use of evidence.
Checklist of evidence required	● A3 posters and accompanying leaflets
Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria, you must show that you are able to:
26/A.D1	Evaluate the factors that purchasers and suppliers have to consider when sourcing goods and services to ensure their continuing supply to maintain production.
26/A.M1	Assess the reasons why purchasers and suppliers create specifications for the procurement of goods and services.
26/A.P2	Explain the importance of a supplier meeting the purchaser's requirements when products and services are procured for use in the production process.
26/A.P1	Explain why it is necessary to specify procurement requirements when purchasing goods and services.
26/B.D2	Evaluate the contribution of efficient sourcing processes to business effectiveness.
26/B.M3	Analyse the techniques used by sellers and buyers to establish the prices in the procurement of products and services.
26/B.M2	Analyse the importance to a business of having a secure supply of good quality goods and services.
26/B.P5	Explain the process of selecting suppliers for goods and services.
26/B.P4	Explain how quality assurance processes support effective procurement activities.
26/B.P3	Explain the sourcing process for procuring resources cost effectively.
Sources of	www.cips.org

information to support you with this Assignment	www.go.ncsu.edu/posters businesscasestudies.co.uk www.mymanagementguide.com › project-procurement-management
Other assessment materials attached to this Assignment Brief	N/A